

Soper, Stephanie

From: Dooley, Katy
Sent: Monday, November 07, 2016 4:29 PM
To: Diana Corona; 'Suzanna Koziol'
Cc: Gunnell, Terry
Subject: RSVP Grant Continuation - grant #15SRWTX002

Please refer to the webpage <https://www.nationalservice.gov/programs/senior-corps/managing-senior-corps-grants> for links to the most current application instructions and other helpful documents, including:

- RSVP Senior Corps Grant Application
- eGrants Visual Instructions
- RSVP National Performance Measures Instructions
- RSVP Workplan Development Worksheet
- Aggregate Dollar Amount of Funding Form (for private non-profits)

We invite you to submit your continuation application for the Senior Corps grant sponsored by your organization, using *eGrants*. You are invited to submit an application based on the determination that your project is continuing to meet the eligibility criteria. **Please review this entire memo prior to submitting your project application in *eGrants*.**

NOFA Opens: November 8, 2016
Application due Date: January 17, 2017

Please choose the following NOFA:

- **FY 2017 RSVP Quarter 3 (Year 2 or 3 of multi year grant)**

FY 2017 Federal Funding Levels:

Budget Period (one year): **4/1/2017 – 3/31/2018**
Project Period (multi-year): **4/1/15 – 3/31/18**
FY 2016 Total Federal funding level: \$48,563

****Funding amount listed reflects end of FY 16 base level funding. Final award amount based on final FY 17 appropriations.****

Your organization received a competitively awarded 3-year grant in order to administer an RSVP project that supports volunteers 55 years and older serving in a diverse range of activities that meet specific local and community needs and respond to National Performance Measures. The primary purpose of this continuation application is to apply for continued CNCS funding to cover costs associated with implementing year 3 of your RSVP program, as proposed in your initial grant application.

Continuation 2017 Instructions for RSVP

How to Submit Your Continuation Request:

- From your eGrants home page, click **Continuation/Renewal**. A list of applications for your organization will be displayed.

- Click **Continue** next to the application that you plan to update and submit for your continuation. Be sure to select the correct application.
- Next you will see a list of Notice options. Your CNCS State Office will provide you with the appropriate NOFA to select.
- After the NOFA is selected, eGrants creates the continuation application which will include a copy of all information from your previously awarded application. Edit your continuation application as directed in the continuation request instructions below.
- When you have completed your edits, your Authorized Representative should login with their eGrants account and click the **SUBMIT** button.

What to Include in Your Continuation Request:

Applicant Info, Application Info and Funding/Demographics

Update only if there has been significant changes at your project or organization.

Narratives

The Executive Summary should be reviewed and updated to ensure that the outcomes reflect any changes made in the Work Plans. All other narratives should only be updated if the information is no longer accurate due to project or sponsor organization changes. If the narrative information is accurate, leave it unchanged in the continuation application.

Technical Hints: Keep in mind there is no spell or grammar check in eGrants. Click on a category on the left (i.e. Strengthening Communities, etc.), then fill in the box on the right with your text for that particular category. Double-clicking the on the right will open up the text editor which is an optional way to enter text.

As always, please remember that all work should be completed and SAVED in a Word document PRIOR to copying and pasting into eGrants.

Work Plans

The grant was awarded based on your proposed project plan, including the selected Performance Measures, in your initial grant application. CNCS will hold each RSVP project sponsor accountable for implementing its plan by measuring progress against the Performance Measurement targets in the approved plan. **Because the Performance Measures included in your grant application cover the entire 3-year performance period of the grant and are what you are expected to achieve in the third year, we do not expect that you will make changes to this section in the continuation application.**

There may be rare circumstances in which it is necessary to amend your Performance Measures. You must discuss any proposed changes to these sections with your Program Officer to determine if those changes will be allowed. Any changes must be consistent with the requirements for RSVP grants.

Required Documents

Refer to the Continuation column on pages 22-23 of the Grant Application Instructions. Send the required documents to your CNCS State Office or the FFMC as indicated in the Application.

You will be entering your volunteer station information directly into eGrants (please refer to eGrants Visual Instructions). You are no longer required to submit an Excel spreadsheet version of your Volunteer Station Roster as a separate document.

You will be required to indicate the status of each document in the Required Documents section of *eGrants*.

Budget

Update the budget for the upcoming year. Incorporated any changes such as a new source of non-federal funds, adjustments to recognition, or personnel changes. Be sure that the non-federal share is within the requirement.

All Senior Corps grantees *must* budget for training of one staff person, primarily the Project Director. Training may include any training event approved by the CNCS State Office. Grantees *may* budget for an additional staff member to attend the event, if funds permit. The recommended amount, for budgeting purposes is \$1,000. Long distance travel funds may be re-budgeted later in the year, depending on actual training activities.

Authorizations, Assurances and Certifications

The person who electronically signs these 3 items by clicking “I Agree” must be authorized by your agency to do so. Usually, this person is the Executive Director or CEO. It generally should not be the Project Director. The correct person must be logged in under his/her own account before pressing “I Agree.”

Contractor Registration Required

System for Award Management (SAM) combined the federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance.

All grant recipients are required to maintain a valid registration, which must be renewed annually. SAM is a free service that can be accessed at www.sam.gov. Be aware that other sites may require a fee to register your organization.

Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in the awarding process, if selected. Applicants must have a DUNS number in order to register with SAM. To register online go to <https://www.sam.gov/portal/public/SAM/>.

If you have questions about the content of your continuation, please contact your CNCS State Office. If you experience problems using eGrants, contact the National Service Hotline at (800) 942-2677.

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